

## CHAPTER 19 - EMPLOYEE AWARDS

### GENERAL

The Adjutant General has established an agency-wide awards program to recognize Outstanding Employee Performance. These awards are open to all DEMA state employees who are eligible to accrue annual leave. The time frames for the award nomination/selection will be based on the calendar year quarters.

Any DEMA employee may be nominated for award consideration using the nomination form provided by the Administrative Services Office. Supervisors may nominate employees who are not in their chain of command. In these cases, the employee's first line supervisor and Division Director must sign the nomination form prior to submission.

A nominator/area may submit more than one nomination packet for different awards during the same quarter.

The nominations are to be sent to the Administrative Services Office, Attn: JP/P. The Selection Committee will review all nominations and recommend an Outstanding State Employee of the Quarter/Year to the Adjutant General for final determination. Recognition will be extended at the quarterly employee's town-hall meeting held at PPMR and/or at a general employee meeting at the selected employee's work site if other than at PPMR.

The Administrative Services Officer will notify the Payroll section of the selection for proper recognition leave accounting.

### THE SELECTION COMMITTEE

The Selection Committee will be comprised of the DEMA Administrative Services Officer (chair) and not less than one representative of each Nomination Area identified in 19.3. Representatives will be designated by the Major Commander, Director, or through coordination with the various senior leadership representatives for areas that cross-divisional lines.

All discussions, evaluations and voting that takes place during selection committee meetings will remain confidential.

## **NOMINATION AREAS**

To promote inclusion of employees located in all geographic areas of the agency, the following nomination areas are established to regularly solicit and submit nominations for candidates from within their inclusive areas. Each nomination area will provide not less than one member to serve on the Agency Selection Committee.

Tucson/WATTS/Southern Region (all)

Phoenix Sky Harbor and all Air National Guard Members Statewide

Camp Navajo/Northern Region (all)

Division of Emergency Management (statewide)

PPMR/FMO (statewide)

PPMR/FMO/Administration and Security

Nomination areas having more than one candidate for the same performance award category during the same time period should conduct a local area competition based screening to select the principal candidate for their area.

## **SERVICE AWARDS**

DEMA Employees will be awarded recognition for length of service as State of Arizona employees. Recognition in the form of a certificate and a service pin will be awarded for service at the conclusion of each five years beginning with the fifth year.

## **PERFORMANCE AWARDS**

Outstanding Employee of the Year

Outstanding Employee of the Quarter

Outstanding Supervisor of the Year

Outstanding Employee Performance (civic)

Professional Achievement Award (individual)

### 19.5.1 Outstanding Employee of the Year

The Outstanding Employee of the Year Award recognizes sustained exceptional employee performance. This recognition is open to employees chosen as the DEMA Employee of the Quarter and/or Employee of the Year for their respective Nominating area or agency-wide during the preceding year. Those so recognized will receive one full day (eight hours) recognition leave to be taken at the discretion of the employee within the calendar year in which it is awarded.

General provisions for this program are provided in DOA Rules R2-5-421

### 19.5.2 Outstanding Employee of the Quarter

The DEMA Outstanding Employee of the Quarter Award recognizes exceptional employee performance. This recognition is open to all state employees of DEMA. Those so recognized will receive one full day (eight hours) recognition leave to be taken at the discretion of the employee within the calendar year in which it is awarded. Employees who are nominated but not selected for a specific quarter will automatically be reconsidered for the following quarter without being resubmitted.

General provisions for this program are provided in DOA Rules R2-5-421

Selection of the Employee of the Quarter will be based on the following:

- 19.5.2.1      SUPPORT FOR NOMINATION: State what this employee has accomplished to support the Agency mission.
- 19.5.2.2      ROLE MODEL: Explain why the Nominee is admired and considered a model for others to follow.
- 19.5.2.3      PRODUCTIVITY/QUALITY: Give example(s) showing how Nominee exceeds the productivity and/or quality standards for the unit, or what changes the nominee has implemented to improve the overall productivity and/or quality of the unit.
- 19.5.2.4      SAVINGS: Explain what methods the Nominee has implemented to save time or money in the agency.
- 19.5.2.5      SERVICE: Describe the actions the Nominee has taken to demonstrate outstanding service to other Department units, outside organizations, co-workers or others with whom the Department does business.
- 19.5.2.6      MORALE: Show what steps the No

- 19.5.2.7      **TEAMWORK:** Describe how the Nominee has cooperated with fellow employees to achieve Department objectives.
- 19.5.2.8      **OTHER:** Include any other facts or statements that will support your nomination including safety record if appropriate.
- 19.5.2.9      **PASE** (employee rating) scores

Incomplete nomination packages may adversely affect the nomination during the selection review process.

### 19.5.3 Outstanding Supervisor of the Year

The DEMA Outstanding Supervisor of the Year Award is to recognize exceptional leadership, management, and general supervisory interpersonal skills. This recognition is open to all state employees of DEMA who are designated as a supervisor. This award is usually considered for employees in grade 18 or above positions. However, an employee in a supervisory position below grade 18 can be considered if the thrust of the nomination is for the application of supervisory versus technical skill performance factors. Those so recognized will receive one full day (eight hours) recognition leave to be taken at the discretion of the employee within the calendar year in which it is awarded.

Selection of the Supervisor of the Year will be based on the following:

- 19.5.3.1      **SUPPORT FOR NOMINATION:** State what this employee has accomplished to support the Agency mission.
- 19.5.3.2      **ROLE MODEL:** Explain why the Nominee is admired and considered a model for others to follow.
- 19.5.3.3      **PRODUCTIVITY/QUALITY:** Give example(s) showing how Nominee exceeds the productivity and/or quality standards for the unit, or what changes the nominee has implemented to improve the overall productivity and/or quality of the unit.
- 19.5.3.4      **SAVINGS:** Explain what methods the Nominee has implemented to save time or money in the agency.
- 19.5.3.5      **SERVICE:** Describe the actions the Nominee has taken to demonstrate outstanding service to other Department units, outside organizations, co-workers or others with whom the Department does business.

- 19.5.3.6      MORALE: Show what steps the Nominee has taken to improve the morale in the unit.
- 19.5.3.7      TEAMWORK: Describe how the Nominee has cooperated with fellow employees to achieve Department objectives.
- 19.5.3.8      OTHER: Include any other facts or statements that will support your nomination including safety record if appropriate.
- 19.5.3.9      PASE (employee rating) scores

#### 19.5.4 Outstanding Employee Performance (Civic)

This award is only given when, in the opinion of the Selection Committee, evidence that an individuals involvement and participation in civic/community activities warrant recognition of their unselfish giving of their off duty time in support of the community and its residents. For an employee to be considered for this award category they must also have average or above average ratings in all rated elements of their PASE. The criteria identified in paragraph 19.5.2 are used to evaluate the employee's duty performance documented in the nomination packet. However, in the review and scoring process, the committee can determine that this level of recognition is recommended. TAG concurrence is required for this award. Those so recognized will receive one full day (eight hours) recognition leave to be taken at the discretion of the employee within the calendar year in which it is awarded. They will further receive a personal plaque and their unit will receive a plaque for public/office display.

#### 19.5.5 Professional Achievement Award (Individual)

This award is only given when, in the opinion of the Selection Committee, an individuals duty performance warrants recognition of professional achievements and contributions that place the employee in a category of "viewed to be a leader or pacesetter in their profession". The criteria identified in paragraph 19.5.2 is used to evaluate the nomination packet. However, in the review and scoring process, the committee can determine that this level of recognition is recommended. TAG concurrence is required for this award. Those so recognized will receive one full day (eight hours) recognition leave to be taken at the discretion of the employee within the calendar year in which it is awarded. They will further receive a personal plaque and their unit will receive a plaque for public/office display.

#### **19.5.6 Professional Achievement Award (Team)**

This award is only given when, in the opinion of the Selection Committee, a team of individuals duty performance warrants recognition of professional achievements and contributions that place them in a category of “viewed to be able to accomplish the most challenging goals when working as a cohesive unit”. The criteria identified in paragraph 19.5.2 is used to evaluate the nomination packet. However, in the review and scoring process, the committee can determine that this level of recognition is recommended. TAG concurrence is required for this award. Those so recognized may receive (unstated amount) recognition leave to be taken at the discretion of the employee within the calendar year in which it is awarded. The specific amount of recognition leave to be determined at time of award based on remaining number of hours available for award. The team will also receive a certificate, a recognition gift, and a plaque that the unit will have for public/office display.

### **19.6 RECOGNITION PROGRAM FUNDRAISING**

The DEMA Employee Recognition Selection Committee is to review and recommend to TAG any plans to accept gifts, raise funds and/or collect donations on behalf of the committee. The committee is also required to review and recommend to TAG any requests to distribute or spend any donated gifts, funds or donations that have been received by the committee.

General provisions for accounting and administering the financial resources of this program are provided in ADOA, GAO Technical Bulletin No. 00-1, issued 1/11/00.